



## **DEPUTY CITY ATTORNEY**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To provide a wide range of professional legal services to the Mayor, City Council, City departments and various boards and commissions; to represent the City in litigation; to provide highly complex staff assistance to the City Attorney, and to manage the daily functions of the Office of City Attorney.

### **Supervision Received and Exercised:**

Receives general direction from the City Attorney or from other supervisory or management staff.

Exercises direct supervision over professional staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist the City Attorney in the operation of the legal department.
- Act for the City Attorney in the City Attorney's absence.
- Participate in the selection, training and evaluation of personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in reviewing and recommending the development and administration of the legal department budget; directing and recommending actions regarding department office equipment, procedures, budget and personnel; monitor and approve expenditures.
- Perform all of the duties of the Assistant City Attorney classification and represent the City in the more complex civil litigation in State and Federal court; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.

## CITY OF TEMPE

### Deputy City Attorney (continued)

- Represent the City in State and Federal Appellate court; perform legal research; prepare appellate briefs and oral arguments.
- Assist City departments with personnel issues; represent the City before the merit board, and in administrative hearings.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances, draft and review City contracts.
- Advise the Mayor and City Council and City departments on legal questions and procedures.
- Attend and represent the City at meetings and public hearings; attend City Council Meetings in the absence of the City Attorney.
- Draft development and disposition agreement, real property acquisition contracts, and advise on general real estate transactions.
- Prepare legal opinions on proposals submitted to the City Attorney's office by City Council, boards and commissions, and departments.
- Advise City Clerk's office on legal questions regarding elections.
- Coordinate and oversee the development and enhancement of legal research resources and capabilities.
- Serves as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of responsible professional legal experience, preferably in municipal law including trial work and legal research experience.

#### **Training:**

Equivalent to a Juris Doctorate from an accredited law school.

*Effective May 1991*

*Revised June 2001*

*Revised Nov 2003 (duty statement updates)*

CITY OF TEMPE  
Deputy City Attorney (continued)

**Licenses/Certifications:**

Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

**This position is unclassified, and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0603**

**Salary Range: 60**

**FLSA: Exempt**